

# NEFIRS NEWS

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## IT'S NOT TOO LATE!

If you haven't sent in your 2004 reports yet, you have until the end of May to do so. If you want to check to see if your department has reported, you may go to (<http://www.sfm.state.ne.us/content/pdf/statistics/fire/fdhistory1.pdf>).

Don't forget that we are only accepting NFIRS 5.0 reports. If NFIRS 4.1 reports are submitted we will return them to you and ask that you transfer them to the new reporting system. Your department will not be counted as a reporting department unless we receive NFIRS 5.0 reports.

The latest forms and manuals can be found on our website ([www.sfm.state.ne.us](http://www.sfm.state.ne.us)) or FEMA's ([www.nfirs.fema.gov](http://www.nfirs.fema.gov)).

## KEEP SOFTWARE CURRENT

Departments who have purchased software from a third party vendor e.g., Firehouse, must keep the software up to date. Enhancements and changes are made every year to the software. If your department does not keep the software current the data submitted will not be compliant with reporting requirements. If this occurs you run the risk of not having your data accepted by the State.

## REPORTING/CODING REMINDERS

NOTE: References to fields and sections are by the names the USFA gave the objects. Some software vendors changed the names and/or locations. Hopefully you will still understand what I am referring to. If not, let me know.

- The Basic Module is always required to be completed for each incident. If the incident is a fire then the Fire Module is required. The Structure Fire Module is required for structure fires. If the incident is for a wildland fire, departments have the option of completing the Wildland Fire Module instead of the Fire Module (one or the other but not both). If no acres burned the Fire Module must be completed.

- Please get as specific as possible when coding the incident and avoid using the Other and Undetermined codes unless there is no acceptable code to use. Example: I've been seeing several fires coded as 100 Fire, Other instead of 171 Crop Fire. When code 100 is used the Fire Module is not required. However, we lose a lot of valuable data and statistics are inaccurate. Instead of 100 crop fires we have 100 unknown fires.
- The Incident Type is coded based on what you find at the scene and NOT how you are dispatched.

If your department is dispatched to a structure fire but canceled enroute and no one from the department arrives at the scene, the correct Incident Type code is 611 and Action Taken Code is 93.

If someone did continue on to the scene to investigate, the Incident Type code should be in the 700 series and Action Taken 86. You cannot use Action Taken code 93 with the 700 series of Incident Type codes.

- If your department goes out on storm or tornado watches, the correct Incident Type is 813 (tornado) or 815 (storm). The Action Taken code would be 79.
- If you respond to a chimney fire and the fire spread beyond the chimney, the Incident Type would be 111 and the Fire and Structure Fire Modules are completed in addition to the Basic Module. Code the room the chimney is located in as the Area of Origin. The Item First Ignited would probably be Creosote 95. NOTE: on page 4-19 of the Complete Reference Guide an example is shown for coding a fire in a living room fireplace. It shows using code 81 for the Heat Source. This is wrong as code 81 is only allowed for Exposure Fires.

Code 60 would probably be more appropriate or possibly 43.

If the fire was contained to the chimney the Incident Type is 114 and only the Basic Module is required but the Fire and Structure Fire Module may be completed.

- If the Incident Type is coded to the 130 series, the Mobile Property fields on the Fire Module are required. Enter this information in Block H Mobile Property Involved – NOT Block F Equipment Involved in the Ignition. At this time there are no Make Codes for farm equipment. However, these should be added in the next release due out in January 2006. Until then code the Make as OO Other and enter the Make in the field with the Model information.
- Don't forget to complete H2 Detector on the Basic Module when completing a report for a confined fire, (Incident Type 113-118), outside rubbish fires (Incident Types 150-155), or other fire (Incident Type 100).
- Do NOT use codes that have (Conversion Only) after them. These codes are exclusively for converting NFIRS 4.1 data to the NFIRS 5.0 format. They are not valid codes to be used in completing a 5.0 incident report. Example: Incident Type 110 is a conversion only code. Use Incident Type 111 instead.
- The exposure number for the original fire must always be 000. If there are exposure fires then additional reports would need to be completed using the same incident number but changing the exposure number to 001, 002, etc. until a report has been completed on each exposure fire.
- Please enter a numeric dollar loss (your best guesstimate). It is not possible to enter "total loss" into the computer.
- Their FDID in section D of the Basic Module (Aid Given or Received) should be completed whenever your department gives mutual aid to another department. The FDID number assigned by the Fire Marshal's Office for the department you gave aid to should be entered in this field and not a code you make up. If you do not know the FDID number you may either contact me or refer to the list available on

our website ([www.sfm.state.ne.us](http://www.sfm.state.ne.us) – click on Lists/Publications-NEFIRS-Miscellaneous-FDID List). If you are not able to get the incident number used by the department you gave aid to leave Their Incident Number blank.

- A department cannot give mutual aid to itself. If the rescue squad is part of the department and it is department policy to have fire apparatus respond to the incident also, there would be no mutual aid involved.
- House burns done for training purposes should not be reported in NFIRS.

## **FIRE DEPARTMENT PAYMENT**

Departments whose chief does not receive \$50 or more compensation for carrying out his/her duties are eligible for reimbursement of \$1 per fire report. The payment letter is enclosed with this newsletter. State Statute allows us to reimburse for fire reports (Incident Types 100-173 and Mutual Aid Received or None) only. The number of reimbursable incidents received by the State Fire Marshal's Office is indicated at the top of the letter.

If your department wants reimbursement for the fire reports submitted, please enter the number of fire incidents (if you disagree with the number at the top you will need to provide documentation that shows why it is wrong), have the chief sign the form and enter his/her social security number (can't reimburse the department without this). Mail the form back to me at: 246 South 14<sup>th</sup> Street, Lincoln, NE 68508-1804. Payment should be mailed out within 3-4 weeks after the letter is returned.

## **FIRE DEPARTMENT INCIDENT LISTING**

Enclosed is a report listing all incidents reported to the State Fire Marshal's office for 2004. Please review this listing and if you find any discrepancies let me know.